



**City of Daly City
Small Business Commission Meeting
Draft Meeting Minutes**

Thursday, February 11, 2021 – 7:00pm

**Virtual Meeting:
<https://bit.ly/3wckA1a>**

Opening of Meeting:

The Commission Commenced the meeting at 7:00pm.

Pledge to the Flag:

Roll Call:

Present: Francis Espiritu, Paloma Concordia, Charles Hill, Maybelle Manio, Maria Cruz

Administration of Oath of Office:

Mayor Juslyn Manalo led the Oath of Office for appointed commissioners. All Commissioners repeated the Oath of Office and accepted their position on the Commission. City Council provide comments welcoming Commissioners following the Oath of Office.

Welcome and Introductions:

Each Commissioner provided a brief background of their education and experience in small business, the small business they are currently operating, and their connection to Daly City.

Presentations – Brown Act Overview:

City Attorney, Rose Zimmerman, presented a short PowerPoint in the subject of the Brown Act. The purpose of the Brown Act is to promote transparency and public participation in local government. Specific items discussed included the subject of the Brown Act (e.g., meetings), Quorum, posting notices, agendas, public access to materials, public's right to record meetings and provide comment, motions, penalties and remedies, and resources for ongoing reference.

Reports – Role and Function of the Small Business Commission:

Economic Development Specialist, Brandon Phipps, presented a short PowerPoint in the role and function of the Small Business Commission. Specific items discussed included general and specific duties of Small Business Commissioners, and the ways in which these duties will manifest (e.g., inside out, outside in, and liaison). Following the presentation, a number of questions were posed to Commissioners for reflection and comment. No Commissioners provided comment.

Reports - Future Meeting Schedule:

Brandon Phipps clarified the future meeting schedule for the Commission and stated that the next regularly scheduled meeting will be held on April 8, 2021.

Public Comment:

No public comments provided.



Announcements and Communications:

City Manager Shawnna Maltbie introduced herself and communicated that it was a pleasure to meet everyone. She echoed Mayor, Vice Mayor and City Council in welcoming Commissioners to the meeting and highlighted the need for the Commission due to COVID-19 and the other issues the City is facing. She also introduced Assistant City Manager and Assistant to the City Manager to the group as potential resources for the Commission moving forward.

Charles Hill requested a contact list for the Commission members. Glenn Sylvester commented that there is a current list of Commissioners; City Attorney stated that there is no issue in sharing Commissioner contact information. Glenn Sylvester thanked Staff Liaison for leading the meeting and stated that Commissioners will likely not be as quiet in future meetings; once Chair / Vice Chair are elected, they will be managing the meeting.

Commissioner Concordia commented that she is interested in honoring legacy businesses in the City. She was interested in getting a list of long-standing businesses in the City to create a certificate they could hang on their walls in order to honor members of the Community.

Commissioner Hill commented that it would be helpful to get an idea of the number of small businesses that exist in Daly City and what industries they exist in. Want to understand at a base level the experiences and challenges they are facing.

Commissioner Manalo asked a question about agenda creation – who will be creating the agenda and how do we add items to the agenda? Rose Zimmerman responded that agenda items usually go to the Chair, and Chair can discuss with staff; Brandon will be assisting in ultimate agenda creation.

City Councilmember Sylvester added that City Council may be bringing ideas to Commissioners to discuss. He also added that all items cannot always be heard in a single meeting.

Commissioner Hill commented that they have received feedback from businesses over the years; he wanted to identify if there are common threads related to the concerns that businesses are seeing in the community.

Councilmember Buenaventura commented that he appreciated the presentation on Commissioner roles and duties and added that ideas and items for future agenda items will come from many sources. He looks forward to being a witness and receptor for their input.

City Manager Shawnna Maltbie commented that there a couple of events that may be helpful for the Commission at a later date; March 15, Town Hall from 6-8pm reviewing community priorities and soliciting comments regarding the budget process; a good opportunity to see the innerworkings of Daly City government. Another meeting is the State of the City address on March 22, before the regular meeting.

Mayor Manalo thanked City Manager regarding the dates and thanked Commissioners for their time and for giving back to the City; she is looking forward to what lies ahead for the Commission and thanked Commissioners, Staff, and City Manager.

Adjournment:

The meeting adjourned at 8:22pm